

# EMPLOYEE OF THE YEAR

The North Carolina Association of Soil and Water Conservation Districts' Employee of the Year awards recognize those employees who have excelled within their job descriptions and have made significant contributions for the overall improvement and promotion of soil and water conservation in North Carolina.

**Awards:** Winners will be presented a plaque during the Association's Annual Statewide Meeting.

## **Award Categories:**

- Outstanding District Employee - Administration
- Outstanding District Employee – Technical
- Outstanding Environmental Educator
- Outstanding Natural Resources Conservation Service Employee

## **Participant Eligibility:**

The Employee of the Year can be any full or part-time employee with a minimum job service of two years that is employed either by:

- The Soil & Water Conservation District
- The Natural Resources Conservation Service (NRCS)

Nominations can be made by a District Supervisor, a District or NRCS employee other than the nominee. Specific eligibility requirements are:

- Outstanding District Employee - Administration  
Open to district employees that provide office support services for at least 60% of total work load. Office support services include District administrative functions, public relations and related duties, related to the day-to-day function of the District office. Employee may be involved in conservation education peripherally.
- Outstanding District Employee - Technical  
Open to District employees that provide specialized or technical service for at least 60% of total workload. This could include conservation fieldwork & planning, engineering, and education coordination.
- District employees with split job responsibilities may compete in either of the above categories. However, they would compete as a part-time employee for that category.
- Outstanding Environmental Educator  
Open to an employee who spends majority of time on Environmental Education
- Outstanding Natural Resources Conservation Service Employee  
Open to any federal employee hired by the Natural Resources Conservation Service.

**Procedures:** Send the completed nomination form later than September 1 to the following.  
NCASWCD Employee of Year Award  
NCASWCD, P.O. Box 27943, Raleigh 27611-7943.

Entries should be typed, but handwritten entries will be accepted if neat and legible. All materials submitted must be in one report cover or 3-ring binder for 8 1/2" x 11" paper. **Supporting materials are accepted only for the preceding year.** Nominations should include:

- Completed nomination form
- Nominator's cover letter addressed to the NCASWCD President
- 1-2 page narrative
- 1-3 letters of support
- 1-3 pages of supporting materials such as pictures, newspaper articles, newsletter, etc.

# Outstanding Employee of the Year Nomination Form

Name of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Job title: \_\_\_\_\_

District & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Category (Check One):

\_\_\_\_\_ District Administrative

\_\_\_\_\_ District Technical

\_\_\_\_\_ Environmental Educator

\_\_\_\_\_ Natural Resources Conservation Service

Length of Service: From: \_\_\_\_\_ to: \_\_\_\_\_

Does nominee work full or part-time? \_\_\_\_\_

If part-time, hours per week. \_\_\_\_\_

Briefly describe the nominee's job responsibilities: \_\_\_\_\_

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Highlight nominee's major job accomplishments starting with most recent:

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List examples that reveal how nominee excels within job description and / or exemplifies true dedication to his/her job and natural resources conservation:

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Describe special skills the nominee possesses beyond normal job requirements, which enhance performance:

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List professional improvements made by the nominee such as formal education courses, professional organizations and offices held, workshops, etc.:

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List honors or awards received starting with the most recent:

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Name, Title and Address of Nominator:

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Notification and correspondence will be sent to **both** nominator **and** nominee unless otherwise instructed here:

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Mail completed form and supporting materials by September 1 to **NCASWCD, P.O. Box 27943, Raleigh 27611-7943..**